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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Comptroller

DATE: 30 July 1954

FROM : Chief, Accounts Branch, Finance Division

SUBJECT: Statements of Account

The attached file is submitted for your information and any appropriate steps that you feel should be taken through top level channels in an effort to keep outstanding balances down to a minimum. There has been a marked improvement in the reduction in number of outstanding accounts, however, there is still improvement to be made. Effective 1 September 1954, we expect to install a procedure which will clearly identify outstanding balances of advances within individual employees accounts, which balances will be "aged," thus giving a more realistic picture regarding the amounts which have been outstanding in excess of 30, 60, 90, 120 days etc. Credit balance accounts are constantly being reviewed and adjustments effected.

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File returned to  
necessary for

25X1A

8/22/54. no comments

Document 10

☐ No Change in Class. ☐

☐ Declassified

Class. Changed To: TS S (C)

Auth.: HR 70-2

Date: 10/11/1978

By: *RM*